

# **Schedule 37-250**

## **DEPARTMENT OF ROADS**

### **RAIL AND PUBLIC TRANSPORTATION DIVISION**

**March 14, 2006**

Nebraska Records Management Division  
440 South 8<sup>th</sup> Street, Suite 210  
Lincoln, NE 68508  
(402) 471-2559

**REQUEST FOR APPROVAL  
OF RECORDS RETENTION  
AND DISPOSITION SCHEDULE**

**TO: STATE RECORDS ADMINISTRATOR  
STATE OF NEBRASKA**

SCHEDULE

**37-250**

AGENCY, BOARD OR COMMISSION

**Department of Roads**

DIVISION, BUREAU OR OTHER UNIT

**Rail & Public Transportation Division**

**Supersedes edition of October 21, 2002**

**PART I -- AGENCY STATEMENT**

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE

TITLE

*John L. Craig*

DATE

*March 8, 2006*

**PART II - ARCHIVAL APPROVAL**

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE

*Andrea I. Faltz*

STATE ARCHIVIST

DATE

*Mar. 10, 2006*

**PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR**

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE

*John A. Hall*

STATE RECORDS ADMINISTRATOR

DATE

*3/14/06*

RMA 01005D

## **INSTRUCTIONS FOR USING THIS SCHEDULE**

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, regardless of the media on which they reside. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

### **DISPOSING OF RECORDS**

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

**Please remember to retain the blank form for future use.**

### **NON-SCHEDULED RECORDS**

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

### **SCHEDULE UPDATE**

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

### **QUESTIONS**

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division  
440 South 8th Street, Suite 210  
Lincoln, NE 68508-2294  
402-471-2559**

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**SCHEDULE 37-250 - DEPARTMENT OF ROADS  
RAIL AND PUBLIC TRANSPORTATION DIVISION OE#250**

**37-250-1 APPLICATION FOR CONDITIONAL SAFETY PERMIT AND  
CONDITIONAL SAFETY PERMIT (OBSOLETE 2005)**

Form # RM 437 and #RM 436.

Transfer to DOR Archives after 6 months; dispose of after 2.5 years.

**37-250-2 APPLICATION FOR SPECIAL CONTINUING PERMIT FOR  
HAULING SEASONALLY HARVESTED PRODUCTS, GARBAGE  
OR REFUSE (OBSOLETE 2005)**

Form # RM 440.

Transfer to DOR Archives after 6 months; dispose of after 2.5 years.

**37-250-3 BIENNIAL REPORT FOR NEBRASKA PUBLIC  
TRANSPORTATION ASSISTANCE PROGRAM**

Lists participating systems, operating statistics and services area maps (Handi-bus).

Dispose of after 5 years.

**37-250-4 CAPITAL GRANT DOCUMENTS**

Under Section 5310 and 5311 programs. Handi-buses and other transportation vehicles for the elderly with handicaps were purchased with Capital Grant funds.

Dispose of 3 years after a vehicle is paid for.

**37-250-5 CLIENT FOLDER**

Includes Information Sheets, statements account DR Form 323, DR Form 490 and other receipts.

Dispose of after 3 years.

**37-250-6 CORRESPONDENCE, FEDERAL-AID PROGRAMS**

Correspondence affecting Federal Aid programs, policies and procedures with the exception of Federal Transit Administration correspondence.

**FEDERAL TRANSIT ADMINISTRATION RECORDS and CORRESPONDENCE:**

Dispose of 3 years after close-out of grant, provided audit has been completed.<sup>1</sup>

**ALL OTHER RECORDS AND CORRESPONDENCE:** Dispose of 6 years after all federal-aid funds pertaining to each program have been expended or cancelled; OR after 10 years, whichever is later, provided audit has been completed.<sup>1</sup>

**37-250-7 OPERATING AND STATISTICS OF THE PARTICIPATING  
TRANSIT SYSTEMS FOR OPERATING AND CAPITAL  
ASSISTANCE (OBSOLETE May, 2002)**

Dispose of after 10 years.

**37-250-8 OPERATING ASSISTANCE GRANT DOCUMENTS AND  
STATISTICAL DATA OF PARTICIPATING PUBLIC  
TRANSPORTATION**

Under Section 5311 programs.

**Dispose of 3 years after project close-out.**

**37-250-9 PERMITS (BUILDINGS, CONTINUOUS OPERATION, MOBILE OR  
MODULAR HOUSING, AND SINGLE TRIP)**

Standard form RM 434, Building Permit, form RM 512 - Application for Continuous Operation Permit, Form RM 446 - Application for Special Single Trip Permit for the Movement of Mobile or Modular Housing, and RM 427 - Application for Special Single Trip Permit.

**Transfer to DOR Archives after 6 months; dispose of after 2 years.**

**37-250-10 PERMIT LOGS/REGISTERS**

Indicates fee charged for each permit.

**Dispose of after 2.5 years, provided audit has been completed.<sup>1</sup>**

**37-250-11 RAIL PLANNING UPDATES**

An overview of the statewide rail system with detailed analysis on select branch lines.

**ORIGINAL RECORD: Microfilm and destroy after 5 years.**

**SECURITY MICROFILM: Transfer to the State Archives; retain permanently.**

**MICROFILM WORK COPY: Transfer to the State Archives after 10 years; retain permanently.**

**37-250-12 RAILROAD CROSSING REPORTS**

**DOR REPORT: Dispose of 1 year after superseded.**

**NATIONAL REPORT: Microfilm for security; retain permanently.**

**SECURITY MICROFILM: Transfer to the State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

**37-250-13 RAILROAD LIAISON COMPUTATIONS**

May include agreements, progress and final bills, plans, maps, correspondence, audit reports, inspection and diagnostic reports, and railroad hazard sheets.

**ORIGINAL RECORD: Microfilm and destroy after 5 years.**

**SECURITY MICROFILM: Transfer to the State Archives; retain permanently.**

**MICROFILM WORK COPY: Transfer to the DOR Records Center after 10 years; retain permanently.**

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**NOTE**

*1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with the organization that performed the audit,*

*either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.*

## **RECORDS DISPOSITION REPORT**

<b>TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8<sup>TH</sup> STREET SUITE 210 LINCOLN, NE 68508-2294</b>	AGENCY
	DIVISION
	SUB-DIVISION

### **REQUIRED INFORMATION:**

**In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):**

<b>SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)</b>	<b>TOTAL VOLUME DISPOSED (SEE REVERSE)</b>

### **OPTIONAL INFORMATION (FOR YOUR USE ONLY):**

**You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.**

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DATE	SIGNATURE
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**Department of Roads – Rail and Public Transportation Division**

**SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.**

RMA 03006D



## **VOLUME ESTIMATING GUIDE**

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK  
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS  
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size .....	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size .....	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load .....	50 cubic feet